

MENTAL HEALTH MINORITY AFFAIRS COORDINATOR

DEFINITION:

Under general direction, to coordinate and participate in the development of personnel and service delivery programs directed toward increasing minority participation.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class found only in the Health and Human Services Agency, Program and Review Development. The Mental Health Minority Affairs Coordinator is responsible for two programs: Personnel, which focuses on recruitment, retention, and training of minority staff members; and Service Delivery, which focuses on increasing the quality and quantity of services to minority group clientele.

EXAMPLES OF DUTIES:

Advises staff, including the Deputy Director, Mental Health, on the mental health needs of special target populations e.g. minorities, handicapped, mentally and developmentally disabled clients; serves as a working member of Program Review and Development staff and participates in appropriate committees and work groups; develops and implements plans for recruiting minority and handicapped staff; develops training/workshops/ conferences around the target group concerns and issues; develops grant applications and writes proposals for services to the designated groups; assures that the Short-Doyle funded mental health programs comply with federal, state, and local regulations relating to the specified groups; assists the program monitors in reviewing mental health services provided; supports countywide program evaluation efforts with regard to the designated populations; provides case consultation and training on issues relating to the special populations; makes oral presentations before a wide variety of staff and community groups and individuals; researches and evaluates assessment tools that show promise in screening and evaluating clients in the special populations; and suggests material to be included in the contracts for mental health services to the designated populations.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of mental health care program planning, funding, implementation, and administration.
- Principles of training program planning, design, delivery, coordination, and evaluation.
- Funding resource development/grant proposal writing in the mental health care field.
- Federal, state, local government, and community services health care organization.
- Federal, state, and local rules and regulations as they apply to special populations.

Skills and Abilities to:

- Clearly and concisely convey thoughts in written form.
- Communicate effectively and diplomatically with a wide variety of individuals and groups.
- Research, compile, analyze, interpret, and disseminate data.
- Work independently on a wide variety of tasks.

- Prepare comprehensive reports and recommendations.
- Read and interpret complex documents, legislation, and policies.

EDUCATION/EXPERIENCE:

Education, training, and experience which demonstrate the application of knowledge, skills and abilities listed above. An example of qualifying education/experience is: A bachelor's degree in a health science, social work, psychology, sociology, human resources, or related field, and two (2) years of experience working with special populations in program planning or resource development.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

License:

A valid California class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHSA.